How To:

Set Up Email in Windows 8 Mail





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Introduction

This guide takes you step-by-step through the process of setting up a new email account in Windows 8 Mail.

Note: This guide defaults to IMAP and No SSL.

Setting up Email for Windows 8

1. Search for Mail and launch the Mail app.

Apps Results for "mail"	Search	
Mail	mail	× 🔎
	Apps	1
	C Settings	0
	Files	
	Mai 🖂	
	Finance	

2. Select **View all in Settings** from the bottom left of the screen.

Add yo	our email accounts
	Hotmail
02	Outlook
g	Google
Ø !	Yahoo!
Ô	View all in Settings



3. Select Other Account

۲	Add an account 🖂
2	Hotmail Hotmail.com, Live.com, MSN
0	Outlook Exchange, Office 365, Outlook.com
8	Google Connect
\bigtriangledown	Other Account Connect

- 4. Select Show more details.
- 5. Add your information as follows:

Add your Other account	
Enter the information below to connect to your Other account.	
Email address	
name@example.com	
Password	
•••••	
Show more details	
Connect	Cancel

- Username is the full email address
- Password



- Incoming (IMAP) email server starts with "mail." and your domain name.
 - ° Port is 143
 - ° SSL Checkbox is not ticked
- Outgoing (SMTP) email server starts with "smtp." and your domain name
 - **Port** is 587
 - ° SSL Checkbox is **not** ticked
- The last 2 checkboxes are ticked
- Click Connect.

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Add your Other account	\searrow
Enter the information below to connect to your Other account.	
Email address	
name@example.com	
Username	
name@example.com	
Password	
•••••	
Incoming (IMAP) email server	Port
mail.example.com X	143
Incoming server requires SSL	
Outgoing (SMTP) email server	Port
smtp.example.com	587
Outgoing server requires SSL	
✓ Outgoing server requires authentication	
Use the same username and password to send and receive email	
Show fewer details	
Connect	Cancel

Congratulations! You have completed your account setup. Your email is set up and ready to send and receive mail.